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Security Information

| Executive Registry |
| 4-8893 |

23 October 1953

MEMORANDUM FOR: Mr. Lawrence R. Houston
General Counsel

SUBJECT: Report of Honor Awards Received by CIA Personnel

1. The CIA Career Service Board and the CIA Honor Awards Board are currently engaged in a survey of all awards which have been made to CIA personnel since 18 September 1947. The purpose of this survey is to obtain information needed to develop uniform standards to govern the operation of the CIA awards systems, and also to complete the historical record of the Agency in conformity with ████████████████████████

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2. It is requested that each Assistant Director and the Head of each major component and Office report information concerning all CIA personnel who have received honor awards for CIA duty, in his component or a predecessor component, during the period 18 September 1947 through 30 June 1953. It is suggested that this information be elicited from key staff and line officials within the component, including the Chiefs of Sections and Branches. Insofar as possible, each report should indicate the name of each individual who has received an award, the type of award, the date and place of the award, and any additional pertinent information concerning the circumstances of the award. Information concerning awards of a sensitive nature should be appropriately classified.

3. For the purpose of this report, honor awards should include decorations, medals and awards received from CIA and from other Federal Agencies and Services, including the Armed Services, and those proffered by or received from foreign governments. Incentive awards and letters of commendation should not be considered as honor awards to be reported under this program.

4. It would be appreciated if the reports were submitted to the Executive Secretary, CIA Career Service Board, Room 29-2-D-2, Curie Hall, on or before 1 December 1953.

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/ LYMAN B. KIRKPATRICK
Chairman
CIA Career Service Board

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